

## **TERMS OF VERBAL RENTAL/LEASE AGREEMENT INSTRUCTIONS**

This form must be completed when the Primary Applicant indicates they do not have a written rental/lease agreement or the rental/lease agreement has expired.

The landlord, not the tenant/Applicant, must complete the Terms of Verbal Rental/Lease Agreement.

If the Primary Applicant indicates they cannot obtain a copy of the rental/lease agreement, or the landlord is unwilling to complete a Terms of Verbal Rental/Lease Agreement form, the CAA must submit a Waiver request for MaineHousing's consideration. The request must indicate the due diligence performed by the CAA to substantiate where the Household resides.

This form **cannot** be used if the Primary Applicant indicates they have a written rental/lease agreement in existence but do not have a copy with them at the time of application.

This form **cannot** be used as proof of a Roomer/Boarder rental agreement.

### **Completing the Terms of Verbal Rental/Lease Agreement**

The CAA should fill in their agency's information in the spaces provided (i.e. name, address, telephone, and fax).

This form **MUST** be completed and signed by the Landlord.

"Name on account at the Vendor supplying fuel" - landlord should complete the vendor and account information only if the landlord requires the tenant to use a specific vendor. Otherwise, the tenant will provide this information.